

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

September 30, 1953
LSM:ht

DEPARTMENTAL CIRCULAR NO. 727

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Inspection of agency employee security programs under section 14 of Executive Order 10450.

1. Executive Order 10450, which prescribes security requirements for government employment, provides that the Civil Service Commission shall conduct a continuing study of the manner in which the Order is being implemented by the departments and agencies of the government. The purpose of such study is to determine:

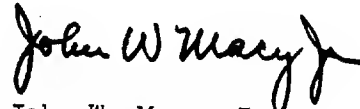
- (a) Deficiencies in the departments' and agencies' security programs which are inconsistent with the interests of, or directly or indirectly, weaken the national security, and
- (b) Tendencies in such programs to deny to individual employees fair, impartial, and equitable treatment at the hands of the government, or rights under the Constitution and laws of the United States or the Executive Order.

2. In carrying out its responsibility under the Executive Order, the Commission will, in the very near future, initiate a program of inspections of personnel security operations within the departments and agencies. These inspections will be conducted by the Commission's Security Appraisal Staff and will include (a) a program review of agency operations under the Executive Order, and (b) a review of representative cases handled under the Order. For the time being, inspections will be confined to the departmental service in Washington, D. C.

3. In its review of agency programs, the Commission will be interested in securing factual data with respect to the organizational structure of agency programs, delegations of authority to take action under the Order, the designation of persons to perform specific functions, internal procedures for implementing the program, controls which have been established for insuring effective operations, methods for handling and safeguarding investigative information and other pertinent aspects. Statistical data concerning the processing and adjudication of cases, and current workload conditions will also be secured.

4. With respect to individual cases, the Commission will review representative files within each of the categories of cases which arise under Executive Order 10450 and, within each category, cases reflecting the various types of final decisions which have been reached. Such review will not be for the purpose of evaluating decisions in individual cases, but rather for the purpose of determining whether the actions taken in these cases reflect deficiencies in the program as specified under Section 14 of the Order.
5. Heads of departments and agencies will be individually informed, as far in advance as is practicable, of proposed inspections of their personnel security programs. At the conclusion of an inspection, the factual data secured will be verified and discussed with the head of the agency or with such other official or officials as the head of the agency may designate.
6. In accordance with the provisions of the Executive Order, any information affecting a department or agency which is developed or received during the course of an inspection will be furnished immediately to the head of the department or agency concerned. Data secured during the course of inspections will likewise be incorporated in the Commission's periodic reports to the National Security Council.
7. Inquiries concerning this circular may be made by telephone: Code 171, Extension 2419.

By direction of the Commission:



John W. Macy, Jr.
Executive Director

NOTE: Departmental Circular No. 725 was distributed to headquarters offices ONLY.

TRANSMITTAL SLIP		
7 October 1953 (Date)		
TO: Colonel White		
BUILDING	ROOM NO.	
REMARKS: The attached circular from the Commission advises that in accordance with EO 10450, the Commission will in the near future initiate an inspection program within the various agencies. This was contemplated when our regulations were being drawn. See no necessity for action at this time but we will have to face up to this problem when the Commission comes to us requesting access to records (if they ever do.) Copies of this have been forwarded to Security.		
FROM: J. S. Warner		
BUILDING	ROOM NO.	EXTENSION

See Reverse for Declassification Action

FORM NO. 100

16-65208-1 GPO

TRANSMITTAL SLIP		
6 Oct 53 (Date)		
TO: Col White.		
BUILDING	ROOM NO.	
REMARKS: In the attached, the Civil Service Commission is merely putting all Federal agencies on notice that the Commission will shortly initiate a program of inspections to evaluate Agency operations under Ex. Order 10450. Copies of the attached have gone to Col. Edwards. No action recommended.		
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